

Request to Change Catalog Term/Year

Type or Print Information

Name: _____ WKU ID: _____
Last Name First Name M.I.

Major: _____ Phone: _____
Ref. Number Name

Catalog Term/Year Policy:

The student's initial term of entry is identified as the student's "catalog term." Catalog term rights include the following:

- A student shall be entitled to follow general education and major/minor degree requirements contained in the catalog current when first enrolled at WKU as a degree-seeking student. This does not preclude the addition of requirements arising from action of the Commonwealth of Kentucky.
- A student will be allowed seven consecutive years from his/her catalog term to complete degree requirements. The college dean may grant an extension to this deadline.
- A student who sits out and re-enrolls after an absence of seven consecutive years or more will be assigned the catalog term of the readmission term.
- A student's catalog term will be changed to a more recent term if the student, in consultation with the advisor and with approval by the department head, agrees to follow more recent degree requirements.

Instructions:

Catalog Term/Year is based on the first term of enrollment as a degree-seeking student. Enter your current catalog term/year on the appropriate line. Then, enter the catalog term to which you want to change. Changing a catalog term affects major, minor, concentration, and general education requirements. Therefore, you should consult with an advisor before making a change.

Current Catalog Term/Year: _____

I wish to change to the following Catalog Term/Year: _____

All degree requirements will be completed by: _____

For Office of the Registrar Use Only:

Processed By: _____

Processed Date: _____

Processor Notes:

Approvals

Student's Signature Date

Advisor's Signature Date

Department Head's Signature Date

Department heads submit completed form to the iCAP office in the Office of the Registrar, Potter Hall room 237.